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#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### PLANNING & RESEARCH ASSOCIATE II (CANCER TUMOR REGISTRAR)

**Code:** 004010

**Pay Grade:** 23 (\$36,212.80 - 49,004.80/yr.)

**Open for Recruitment:** July 1, 2013 - *Until Canceled*

#### JOB DESCRIPTION

The Maine Cancer Registry (MCR) maintains a database of Maine residents diagnosed with cancer for the purpose of cancer prevention and control. Specific activities of the MCR include data collection, analysis and dissemination of information, cancer cluster investigations, and epidemiological research. This is professional planning and research work responsible for ensuring that the data in the Maine Cancer Registry database meet national standards for completeness, timeliness and quality and can be used for purposes of state and national cancer control. Responsibilities include the collection of cancer data, training hospital registrars, implementing quality control measures, and consolidating and editing data. Some supervision will be required.

#### Typical Duties

- Assists in the development and administration of research projects and planning programs.
- Directs, oversees, coordinates, and appraises the work of subordinate employees.
- Consults with agencies in planning public or private social service projects involving federal agencies or loans, and ensures adherence to federal requirements.
- Indicates and projects changes in social, economic, and industrial conditions based on data and development trends.
- Promotes, consults, and coordinates planning activities locally, regionally, and statewide.
- Writes comprehensive reports on research and study topics; and documents findings, conclusions, and recommendations.
- Drafts and presents testimony before regulatory fact-finding committees, and appears before the news media and other groups.

#### MINIMUM REQUIREMENTS

In order to qualify, you must have an eight (8) year combination of education, training, and/or experience providing knowledge of planning and research principles, practices, and techniques.

**Special Necessary Requirement: Candidates must be a Certified Tumor Registrar (CTR) and have experience as a hospital Certified Tumor Registrar.**

**CURRENT VACANCY INFORMATION:**

- The Department of Health & Human Services, Maine Center of Disease Control and Prevention, has a current vacancy in Augusta. Some travel is required.
- An on-line application is required for this job title and must be submitted even if you are currently on any other registers.
- You must complete the required Supplemental Qualifications Form (First part of online application “apply now” process).
- Your application evaluation results will be e-mailed to the address you use to login to your online account.
- Qualified applicants will be placed on an Employment Register for this classification

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

**Value of State's share of Employee's Retirement: 17.07% of pay.**